**Administrative Assistant for Thriving in Ministry**

Thriving in Ministry at Catholic Theological Union engages in research and develops programming to support the holistic flourishing of men and women religious and lay men and women in ministry. Funded by a generous grant from the Lilly Endowment, Inc., Thriving in Ministry seeks to hire a half-time Administrative Assistant who will be integral to the successful implementation of the grant. The position involves 20 hours of work weekly through December 2022. This job requires some work onsite, but most work can be completed remotely. The Administrative Assistant will report directly to the Director of Thriving in Ministry.

The Administrative Assistant will lead the office operations, program recruiting and communications of the initiative. This role will also contribute to annual reporting, internal assessment requirements and supervision of any student workers hired by the grant. The Administrative Assistant will also support communication with any grant partners, ministerial coaches and group facilitators for the grant. The successful candidate will be a high quality verbal and written communicator and be skilled in the strategic use of office technology. Keep detailed records on the budget and have the ability to relate to our diverse constituencies, while working on behalf of the grant’s goals.

Catholic Theological Union (CTU) is a Roman Catholic graduate school of theology in the Hyde Park neighborhood of Chicago. Its mission is to prepare effective leaders for the Church, ready to witness to Christ’s good news of justice, love, and peace. CTU’s 4,000 vowed religious women and men and lay graduates are serving in 60 countries worldwide.

**Requirements:**

- Affinity with the mission, vision and goals of the grant
- A completed college degree and at least three years of administrative experience with office and program management, preferably in a religious setting or in higher education
Desire to work as a part of a team in planning, implementing and assessing programs and research projects

- Excellent relational skills and communication skills, both verbal and in writing
- Attention to detail in regard to budgets, scheduling and data management
- Excellent time management skills and ability to multitask and prioritize work
- Proficient in MS Office, including Access and in Zoom and Google applications and openness to learning new technologies
- Basic library research skills and creating bibliographies

Responsibilities:

- Manage the grant budget through monthly monitoring, completing check requests and making purchases on behalf of the grant.
- Recruit participants for programming and promote the grant’s activities with support form Communications and Marketing.
- Assure the timeliness and accuracy of information on our CTU website.
- Maintain calendars and participants’ data on behalf of the grant reporting and for internal assessment.
- Communicate with participants, partners, coaches and group leaders to develop our relationship with them and to stay attuned to their needs.
- Participate in grant planning and assessment activities with the director and as a part of our larger team.
- Organize and maintain the documents relative to research and program content for the grant.

Please email a cover letter and resume to Carmen Salas, HR and Payroll Generalist, at csalas@ctu.edu. Please see the grant’s mission, vision and goals below.
Thriving in Ministry at Catholic Theological Union

**Mission Statement:**
Thriving in Ministry, in alignment with the mission of Catholic Theological Union, promotes the integrated wellbeing of professionals in Catholic ministry and the environments in which they work in a spirit of pastoral co-responsibility for the being and the action of the Church.

**Vision Statement:**
Thriving in Ministry aspires to establish Catholic Theological Union as a national center for pastoral leadership education and support in Catholic ministerial contexts.

**Grant Goals:**

Thriving in Ministry at CTU will:

1. Conduct and disseminate research relative to the overall flourishing of Catholic religious men and women and lay ecclesial ministers.

1. Develop, implement and assess programming to advance the wellbeing of professionals in ministry in Catholic contexts.

1. Challenge the culture of Catholic ministerial contexts in their ability to address the wellbeing of professional ministers through communications, partnerships and resources.